

BOARD OF TRUSTEES
Division of Public Works Retirement System
Meeting Minutes
February 23, 2016

A meeting of the Board of Trustees, Public Works Retirement System was held at 11:30 a.m. on Tuesday, February 23, 2016 in the DPW/Admin Conference Room located at 9 Riverside Street. Chairman, Frank Anderson presided.

Trustees Present: Frank Anderson, Mayoral Appointee
Paul G. Bergeron, BPW Commissioner Representative
Ben Bausha, Employee Member
Kathie Berube, Employee Member
Michael O'Brien, Aldermanic Liaison

Trustees Absent: None

Others in Attendance: David Fredette, City Treasurer
Mary Woods, Administrative Assistant

Expected Visitors:

None

Minutes of the Meeting:

The minutes of the January 26, 2016 meeting were presented for review and acceptance.

MOTION BY: Trustee, Paul Bergeron moved to accept, place on file, and approve the minutes of the January 26, 2016.

SECONDED BY: Trustee, Ben Bausha

MOTION CARRIED: Unanimously

DISCUSSION:

Personnel:

The retirement of Mr. John Adie was presented to the Trustees effective February 19, 2016, after 25.42 yrs. of service. He worked for the Wastewater Department.

MOTION BY: Trustee, Frank Anderson moved to approve the Life Annuity Option for Mr. John Adie.

SECONDED BY: Trustee, Kathie Berube

MOTION CARRIED: Unanimously

The retirement of Mr. Raynald Houle was presented to the Trustees effective February 19, 2016, after 25.56 yrs. of service. He worked for the Wastewater Department.

MOTION BY: Trustee, Paul Bergeron moved to approve the Contingent Annuity Option for Mr. Raynald Houle.

SECONDED BY: Trustee, Ben Bausha

MOTION CARRIED: Unanimously

The retirement of Mr. David Essensa was presented to the Trustees effective February 19, 2016, after 13 yrs. of service. He worked for the Wastewater Department.

MOTION BY: Trustee, Ben Bausha moved to approve the Contingent Annuity Option for Mr. David Essensa.

SECONDED BY: Trustee, Frank Anderson

MOTION CARRIED: Unanimously

The disbursement of death benefit for John Barry was presented to the Trustees effective February 16, 2016.

MOTION BY: Trustee Frank Anderson moved to approve the Death Benefit disbursement for Mr. John Barry.

SECONDED BY: Trustee Kathie Berube

MOTION CARRIED: Unanimously

Old Business:

None

New Business:

Approval of the current disbursement of funds for the period of January 1, 2016, thru January 31, 2016 in the amount of \$186,870.63 was presented to the Board. The Trustees reviewed the detail.

MOTION BY: Trustee, Paul Bergeron moved to approve the current disbursement of funds for the period of January 1, 2016, thru January 31, 2016 in the amount of \$186,870.63

SECONDED BY: Trustee, Ben Bausha

MOTION CARRIED: Unanimously

DISCUSSION:

Period for Public Comment:

None

Items by the Trustees:

Trustee Ben Bausha asked if it would be possible to get a list of all the retirees that have passed away. He commented that employees have been asking him. David Fredette said they could probably put something together for the last five years. Trustee O'Brien mentioned that in the past with the Fire Department they have put out something through the Union and the Relief Association to say someone has passed. It was discussed that we could send an email to each department when someone passes away. Trustee Berube said that it's been a long time since there has been any update in beneficiary paperwork. David Fredette said that it will be sent to all the current retirees and current employees for update. He also said they will be distributing the employee handbook. Trustee Berube asked if there could be an outline of the process of when someone is thinking about retirement and what they should do and what the break down would be. Mr. Fredette said if they have 25 years that they can take their salary x 65%. He said he will get the Human Resource contact and have it included in the booklet. Trustee O'Brien said maybe she could discuss with employees to come up with a format to bring to the Union members. Trustee Bergeron also suggested putting in a page for employees who are thinking of retirement with general points to consider. Trustee Anderson asked about the letter we provide with annual contributions. Mr. Fredette said it does not give calculations. Trustee Bausha mentioned that it is difficult if you were going to sit down with a financial planner because you wouldn't have the figures you needed to project what your retirement benefit would be. Mr. Fredette said the booklets should be handed out within the next month.

Trustee Frank Anderson asked about the S/W Conversion Committee for the pension plan. Mr. Fredette said the he will be starting the committee soon. Mr. Fredette said we either have to find new software or farm the whole plan out. Mr. Fredette said other big cities have their plan farmed out. The only problem is that it would cost money. He said he will discuss with our current actuarial, Hooker & Holcombe. He thinks farming it out will be better in the long run. They have to decide who would pay for it.

It was also brought up about last month's discussion with RBC Wealth Management and if we are going to do anything with their suggestions. Trustee Anderson re-capped with Trustee O'Brien about the trustees always looking for ways to strengthen the plan whether it's changing the benefits for future hires or making a mandatory change for employees. We have been talking about instituting a mandatory change for employees between 50-60 years of age and 10 plus years of service to be offered a lump sum of their contributions and the City's contributions instead of a "retirement benefit". Trustee O'Brien said he felt that it would work well until you were the last people in the old plan and making sure there was enough money in the plan for those employees. Trustee O'Brien also asked if this would be OK with the unions. Mr. Fredette pointed out that the responsibility of this board is to keep the fund healthy. Trustee Berube said she has posted the meeting minutes in her department and feels people need to know what's going on. Trustee Bergeron said that we are open and all minutes/agendas are public. He also reiterated that any changes are to keep the fund healthy. Trustee O'Brien asked Trustee Bausha if information is handed out at any of

the Union Meetings. He feels that the Union Meetings would be a good time to put the information out. Trustee Bausha also mentioned an employee who asked about a defined contribution plan and if the board would consider that option. All were in agreement that it is a good plan being funded at 65%. Trustee Anderson said there have not been many changes to the plan. Trustee O'Brien asked about COLA's and if we have considered that option for retirees. Trustee Anderson said that we have not given them in a long time but it has been discussed.

Next meeting is set for Tuesday, March 29, 2016.

MOTION TO ADJOURN: Trustee, Frank Anderson moved to adjourn at 12:15pm.

SECONDED BY: Trustee, Kathie Berube

MOTION CARRIED: Unanimously

Minutes Transcribed by: Mary Woods